

Nevada Division of Forestry
Southern Nevada Urban and Community Forestry Program
Call for Proposals

**The Las Vegas Valley and Eldorado Valley
Community Forestry Grants**

The Nevada Division of Forestry—Urban and Community Forestry Program has grant funds available for urban and community forestry projects and programs that benefit under-served, low-income, and minority populations and communities. These grants are for education and outreach related to the urban forest, and must include a tree planting component not more than 50% of the project. Communities and groups in, or benefiting, Las Vegas Valley and Eldorado Valley are eligible for this grant funding. Up to \$69,500 in matching funds will be distributed through a competitive grant process. A free grant workshop will be offered in August. Please call Lisa Calderwood at (702) 486-5123 for details.

Funding Availability

**Minimum grant request- \$5,000
Maximum grant request- \$25,000**

Proposal Deadline

**Received by 5:00 p.m, September 24, 2003
Submit one original plus four (4) copies**

Notification of Award

On or before November 3, 2003

18 Month Grant Period

**Start Date: December 15, 2003 (*tentative*)
End Date: May 15, 2005**

Additional information

<p>Lisa Calderwood, Community Forester Urban and Community Forestry Program Nevada Division of Forestry 4747 W. Vegas Drive Las Vegas, Nevada 89108 Telephone: 775-486-5123 Fax: 702-486-5186</p>	<p>Susan Stead, U&CF Coordinator Urban and Community Forestry Program Nevada Division of Forestry Telephone: 775-684-2506 Fax: 702-687-4244</p>
---	---



The Las Vegas and Eldorado Valleys grant program is funded in cooperation with the USDA Forest Service and administered by the Nevada Division of Forestry—Urban and Community Forestry Program. The Nevada Division of Forestry and its partners are equal opportunity servers.



Program Goals

These grant funds are for community based projects that benefit under-served, low-income or minority populations, and build community support through urban forestry activities that improve the quality of the inner city urban forest and programs.

Eligible Applicants

Eligible applicants include Nevada state, county, city and town units of government, educational institutions, nonprofit organizations, civic or volunteer groups, and tribal governments in the Las Vegas and Eldorado Valleys. (Eldorado Valley includes Boulder City to Laughlin). Applicants are encouraged to form partnerships with public agencies, non-profit organizations, and community groups to develop and implement projects. Applications for multi-jurisdictional projects must be submitted by a lead agency or organization, but should include letters of support or approval from project partners and other entities involved in the project.

Applicants with an outstanding debt of more than 90 days to the Nevada Division of Forestry, are not eligible for grant funding.

Requirements for The Las Vegas Valley and Eldorado Valley Proposals

1. Project must have an inner city focus and benefit an under-represented (under-served, low-income or minority) group or community in the Las Vegas and/or Eldorado Valleys.
2. Project must have an education outreach program as a major component.
3. Project must also include a tree-planting component that is no more than 50% of the project.
4. Project may include, as a minor element, a community forestry management or program development component.
5. Project must promote and include community involvement and volunteerism.
6. Project must demonstrate a need, or solve or address a specific problem.
7. Project must be on state, county, tribal, or city land.
8. Project must not otherwise be funded through an existing budget.
9. Approved tree planting projects must agree to maintain the project for three-years from the date of installation. A Maintenance Agreement is provided with grant approval or is available in advance upon request. Maintenance costs for grant funded projects are not eligible for match.
10. Any tree protection or renovation project must meet ANSI Tree Trimming and Safety Standards.
11. Grant funds must be, as a minimum, matched equally (1:1), or exceeded, with non-federal *source* funds. Match may include cash and/or in-kind materials, equipment and services, and volunteer assistance. All matching funds and activities must be specifically related to the project and fall within the grant period. Approved grantees must document all cash and in-kind contributions according to applicable federal regulations. See 'Allowable Costs and Grant Match Guidelines', pg. 3, for additional information.
12. Proposed work is within the UCF authorities as outlined in Section 9 of the Cooperative Forest
13. Assistance Act. Full text of Section 9 at: http://www.fs.fed.us/spf/coop/ucf_guidelines.htm#1.

Fundable Projects Activities that focus on tree care education, outreach, tree planting and urban forestry planning

- **Required component. Conservation education, training and outreach** related to urban forestry. Includes the development, production and distribution of brochures or training materials, tour guides such as for historic trees or demonstration gardens, exhibits, videos, slide shows, signage, public service announcements or special inserts in the newspaper, conferences, training or workshops, and other activities that provide education and training in the role of trees and forests, tree care and community forestry management.
- **Required component. Tree planting not to exceed 50% of the project.** Tree planting projects can include tree groves, streetscapes, open space enhancement, neighborhood parks, community gateway/entryway beautification, urban conservation (windbreaks, riparian greenways, soil stabilization, wildlife habitat, cooling and filtering air and water with trees), projects in declining city areas, outdoor classrooms, school yards, arboretums, demonstration projects, tree renovation, and Arbor Day/special community celebrations.
- **Community forestry program development can be a minor component.** Projects could include street, park, school or community tree inventory and GIS mapping, urban forestry management plans, tree ordinance development, hazard tree evaluation, and tree board development.

Selection Criteria Projects will be selected using the following criteria in addition to the ‘Proposal Requirements’ on page 2.

1. Meets the intent of the U&CF program goals to implement or lead to improved levels of community tree awareness and education, tree health, protection, establishment, maintenance, planting or urban forestry management.
2. Has established collaborative efforts and partnerships with organizations, agencies, and groups.
3. Proposal is cost effective.
4. Goals are specific and realistic and the project is achievable.
5. Past compliance and performance of the agency or project coordinator on previous NDF funded projects is satisfactory.
6. There are follow-up activities and evaluation related to the project.

Timeline

- | | |
|---|---|
| • Proposals Due | 5:00 p.m., Wednesday, September 24, 2003 |
| • Notification of Award | On or before Monday, November 3, 2003 |
| • Start Date | Tentatively Dec. 15th, or date of approval by State Forester. |
| • 1 st Six Month Performance Report | Due: June 15, 2004 |
| • 2 nd Six Month Performance Report | Due: December 15, 2004 |
| • Grant End Date | May 15, 2005 All grant project activities and expenditures must be completed by this date. |
| • Final Accomplishment Report and Reimbursement Request Due | June 30, 2005 or within six (6) weeks of project completion, whichever is the earlier date. |

Reimbursement

This is a reimbursable grant program. Unless grantee demonstrates need, no partial or full grant reimbursements will be made until project expenditures and grant match have both been incurred. Reimbursement is based on actual costs documented by receipts that occur within the grant period. Grantees who fail to file project reports, invoices and documentation, or request reimbursement by **June 30, 2005**, will **forfeit their grant funding**.

Approved applicants will sign Assurances stating their intent to complete the project as proposed and comply with the requirements of the Federal Government Single Audit Act and all relevant Office of Management and Budget circulars. Grantees must sign a three-year Maintenance Agreement. Copies of Assurances and Maintenance Agreement provided in advance upon request.

Allowable Costs and Grant Match Guidelines

- **Allowable costs** include personnel, contractual services, travel, trees, irrigation and related supplies required for the health of the plants, outreach and program materials essential to the success of the project, rental equipment, conference room rentals, and tree inventory related software. Overhead costs are limited to 12%. Total shrub costs are limited to 10% of the total shrub and tree costs. (for example, if the total of all shrubs and trees is \$5,000, then \$500 [10%] of that total can be shrubs).
- **Not eligible for funding are** shrub costs greater than 10% of total shrub and tree costs, turf and related costs, forbs, delivery/hardline irrigation, hardscape, trails, land acquisition, building demolition and construction, play equipment, recreation fields, community garden plots, permanent fencing, lighting, murals, water rights, entertainment, t-shirts, food costs, equipment or computers. Many of these costs are eligible towards the grant match. Please call if you have a question about eligible costs or grant match.
- **In-kind matching contributions** includes but may not be restricted to: personnel costs, donated professional services, materials or services purchased by the grant recipient, mailing and copying costs, volunteer labor (valued at \$10.00 per hour and documented with sign in sheets); donated or discounted materials or awards. Documentation of in-kind match provided with grant reimbursement report should include payroll, time sheet, invoices, or a letter as appropriate. **NOT ELIGIBLE** for in-kind match are the services of Nevada Division of Forestry, Nevada Cooperative Extension Urban Forestry Program, the USDA Forest Service and other federal employees, unless services are provided on personal time.
-

Grant Application Instructions

- ✂ Send 1 original PLUS 4 copies.
- ✂ Proposals should be in an 8.5" x 11" format, on white or light colored paper. Please do not enclose proposals in folders or binders.
- ✂ **Proposals must received by 5:00 p.m. Wednesday, September 24, 2003 at the Nevada Division of Forestry Office in Las Vegas.** FAX transmitted or late applications will not be reviewed.

Format – All proposals must follow the following format. Section VI is optional.

I. Cover Sheet: Use the *Application Cover Page*, page 5.

II. Project Narrative: (Please limit to 2 - 3 pages. Outlines and bulleted lists are acceptable.)

1. Describe the history of the project.
2. Explain the issues, needs, or problems this project will address and how this project will solve or meet those needs.
3. Describe the desired outcome(s) or anticipated results, and list products or deliverables from this project.
4. Describe major activities, location(s) and tasks.
 - Include an outline a schedule or timeframe for activities, from December 15, 2003 through May 15, 2005.
 - Include draft or outline of proposed materials, signs or workshop, agenda, or any other outputs.
5. List who will do the work (agency, individual, volunteers). List other project partners, and describe how the community is demonstrating support for this project.
6. Describe any follow-up activities and potential for continuation of the project.
7. Describe how you will measure the success of your project.

III. Estimated Project Budget. Model your budget on the budget format, page 6. Itemize the use for grant funds you are requesting. Describe and list each grant match item, including cash and in-kind match, the value of the volunteers, and donations. Proposals must include a minimum of three written or phone bids for supplies totaling \$5,000 or more.

IV. Tree planting component. Include a planting plan/site map that lists the number, size, and species of the plants, illustrates planting locations, lists spacing between plants, and shows the location and distance from existing plants, hardscape, power lines, and buildings.

- Describe or illustrate the irrigation system that will be used to water the plants.
- Describe the actions you will take to ensure the project is maintained properly and adequately for a minimum of three years. Provide the name, position, and telephone number of the person responsible for maintenance. If your grant request is approved, this person will sign responsibility for maintenance of the project on a Maintenance Specifications sheet. You may also attach a letter of support/commitment from the person or agency responsible for maintenance.

V. Letters

- Include letter(s) of support or commitment from partners, community groups and volunteers. Please limit to four letters, however, letters may have signatures from more than one group or person.
- Include a letter of authorization for tree planting/renovation proposals if project is on property not owned by applicant (i.e. School Board, NDOT).

VI. Optional attachments not to exceed four pages. These might include, but are not limited to:
Photos of project site. Project location maps, *summary* of soil test results or NRCS Soil Survey.

Applications must be received no later than **5:00 p.m., Wednesday, September 24, 2003** to the following address:

Urban and Community Forestry Program
Nevada Division of Forestry
4747 W. Vegas Drive
Las Vegas, Nevada 89108

For more information please call (702) 486-5123

**Nevada Urban and Community Forestry
2003-2005 Las Vegas Valley and Eldorado Valley
APPLICATION COVER SHEET**

Proposals are due no later than 5:00 p.m., Wednesday, September 24, 2003

Late, faxed or incomplete applications will not be considered.

- I. Applicant organization/agency _____
Address _____ City _____ Zip _____
Telephone _____ FAX _____
Project Coordinator Name/Title _____ Telephone _____
- II. Project: a) Title _____
b) Location _____
c) Purpose _____
- III. Approximate Date(s) of Project Activity (ies) _____
- IV. a) Number trees to be planted _____ b) number of shrubs to be planted _____
c) Estimated number of participating volunteers _____
- V. Budget Summary
a) U&CF Grant funding being requested this proposal \$ _____
b) Grant Match \$ _____

- c) Total Cost of Project, a) + b) \$ _____
- VI. a) Tax ID Number _____ - _____ b) Grant Funds would be payable to: _____
c) Does your organization have a Nevada State Vendor Number? _____
If known, please provide the number: _____

TERMS AND CONDITIONS

Whereas, It is understood and agreed upon by the undersigned that:

1. Funds that are granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all State and Federal regulations and restrictions.
2. PROPOSED CHANGES TO THIS PROJECT as approved, will need pre-approval for budget category changes greater than 10% of the grant award and major changes to the scope of the project such as project location, design and tree species selection. Pre-approval may be requested in writing by the applicant to the Nevada Division of Forestry Urban Forestry Coordinator, and, upon notification of approval by NDF, shall be deemed incorporated into and become part of this agreement.
3. The undersigned will comply with Title VI of the Civil Rights Act of 1964. (P.L. 88-352) and all requirements imposed by or pursuant to that law.
4. The undersigned HEREBY ASSURES THAT if approved, will take measures necessary to execute this agreement.

VII. Name & Title of Authorized Official (Type or Print) _____

VIII. Signature _____ **Date** _____

Return original plus six (4) copies to:

Lisa Calderwood, Urban Forestry Program
Nevada Division of Forestry
4747 W. Vegas Drive
Las Vegas, Nevada 89108

FOR ADDITIONAL INFORMATION CONTACT: Lisa Calderwood, Community Forester, Las Vegas Office (702) 486-5123; Susan Stead, Urban Forestry Program Coordinator, NDF Carson City Office, telephone (775) 684-2506

Applicant _____ Project Title _____

Describe or list in detail use of grant funds being requested and source of grant match.		Grant Funds Requested	Non-Federal Funded Cash Match	Total
I. PROJECT COSTS.				
CATEGORY SUBTOTAL				
II. PERSONNEL. List name, agency or company if known, activity, and estimated #hours				
Project coordinator/manager in-kind match				
Agency staff - in-kind match				
Consultant/professional or technical services – salaried/contractual and/or in-kind match				
Volunteer in-kind match (Name, if organized group, # individuals (x) # hours (x) \$10.00hr.)				
CATEGORY SUBTOTAL				
III. OVERHEAD.				
CATEGORY SUBTOTAL				
Total Cost of Project (A+B+C) =\$				
A. Total Funds Requested			B. Total Cash Match	C. Total In-kind Match
\$		\$	\$	\$

NEVADA URBAN AND COMMUNITY FORESTRY GRANT

TREE MAINTENANCE SPECIFICATIONS

IMMEDIATELY AFTER PLANTING:

1. **Watering:** Water each plant immediately and continue watering until bubbles stop rising in the watering basin. After water has soaked away, add additional soil as needed. **Plants with the top of the root-ball below surrounding soil grade must be dug up and replanted so the top of the root ball is level with the surrounding soil grade.**
2. **Mulching:** Top-dress with 4 inches of shredded wood chips, bark or other organic material, in a 3 to 4 foot radius around the plant. Keep mulch away from the tree trunk.
3. **Staking** A) Remove the grower's trunk stakes, ties, labels and trunk protectors. B) **Support staking is NOT typically recommended or approved for funding.** Although staking information is included with award materials, it is not an indication of funding approval or need. If staking is needed for a top-heavy tree or a tree that is incapable of standing alone, drive two stakes into the ground at a right angle to the prevailing wind just outside the perimeter of the planting hole. Use broad, soft strapping material such as woven belt fabric or green plastic horticulture tie. For each stake, wrap strapping material around the tree at the lowest practical level to maintain it upright and fasten both ends to the same stake. It is important that the tree is still able to move at least 4"-6" after being staked. Cut off tops of stakes that might hit or rub the trunk or lower limbs. **Stakes must be removed after one year.** Additional staking information with illustrations are provided with the grant award.
4. **Pruning:** Limit pruning to the removal of injured, rubbing, or dead twigs and branches. Do not head back leader or lateral branches. Information on general pruning is provided with the grant award.

EXTENDED MAINTENANCE

1. The grantee assumes the responsibility of maintenance for 3 years following the date of planting. This includes watering, fertilizing, insect and disease control, weeding, pruning, removal of support stakes, etc. **Watering** maintenance includes adding new emitters after the second year and moving old emitters further away from the trunk. If using bubblers, additional bubblers may be necessary after the third year and water berms must be removed. Also, it is important to break down berms at the beginning of winter, so ice dams do not form around the base of the tree. Berms can be rebuilt each watering season, but are to be removed after three years.
2. The grantee is responsible for re-setting of any plants to an upright position or to proper grade as necessary, and for the removal and replacement of any dead plant material for a period of three years.

COMPLIANCE INSPECTIONS

All trees must be alive, healthy, planted properly, and properly maintained for project to be considered completed. Grantee shall periodically inspect the project during the maintenance period and immediately remedy any deficiencies. The granting agency, Nevada Division of Forestry, or its designee shall periodically inspect the planting for compliance with grant requirements.